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ABSTRACT

This junior high teaching unit on career math is one in a series of career guidebooks developed by Project CHOICE (Children Have Options in Career Education) to provide the classroom teacher with a source of career-related activities linking classroom experiences with the world of work. The unit follows a typical format that includes the rationale, goals, performance objectives, instructional strategy, evaluation, and suggested instructional materials (including books, films, and filmstrips). The remainder of the unit is comprised of instructional activities designed to link math skills to all career clusters. It is one of five units for use in all twelve career clusters in the series. (For other junior high units see CE 025 738-765.) (LRS)

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ED167974

OFFICE OF CLAUDE W. MCMASTER
KENT COUNTY SUPERINTENDENT OF SCHOOLS

# Project CHOICE
## #2

## A CAREER EXPLORATION UNIT FOR JUNIOR HIGH SCHOOL

## Careers Here

(A Link To All Twelve Career Clusters)

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

September, 1977

## FOREWORD

Project CHOICE: Children Have Options in Career Education, is an Exemplary Project from the San Diego City School District, which has been adapted, with ESEA Title IV-C funding, for Kern County Schools.

Through Project CHOICE, units have been developed to provide the classroom teacher with a source of career-related activities linking classroom experiences with the world of work. All students, regardless of their post-high school plans, share an equal need for career awareness, decision making skills, and other elements of career education. This goal can be accomplished if all teachers and counselors "fit" the appropriate units where they best apply in the curriculum.

We are indebted to the San Diego City School District, and the Project CHOICE staff, for developing and field testing the original units.

For their excellent work in re-writing the units in order to adapt them for use in Kern County Schools, we wish to recognize:

Patricia Alexander
Kernville Union School District
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Guidance Services



JUL 2 1 1980

A Career Education Unit for Junior High

CAREER MATH

A Link To All Twelve Career Clusters

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A Link To All Twelve Career Clusters

# CAREER MATH

## RATIONALE

A variety of career education units and materials are available commercially. Additionally, elaborate interdisciplinary career education programs have been designed and are now being implemented. Schools without strained budgets and without time and scheduling difficulties are able to offer exciting, motivational career education programs to students and the students surely will profit highly from the experience.

An attempt has been made here to assemble a versatile and flexible collection of career units for use in seventh- and eighth-grade classes. Emphasis has been placed on the development of many one and two page activities that may be used daily in only part of a class period. Teachers who desire a more extensive study might wish to increase daily time allotments where two, three or more sheets could be completed by the student. Enrichment activities can be conveniently inserted at any time without causing discontinuity. The quantity of reading has been intentionally held to a minimum so that students with minimal reading skills can move forward without any great difficulty.

## PERFORMANCE OBJECTIVES

First Week - Students will:

- -Obtain and complete a Social Security application.
- -Explore good job seeking techniques.
- -Become acquainted with common deductions from wages.
- -See the need for strong computational skills.

Second week - Students will:

- -Participate in complete process of calculating net pay.
- -Participate in calculation of federal tax, state tax, and Social Security deductions from wages.
- -Investigate savings account principles, including payment of interest.

Third week - Students will:

- -Calculate interest on accrued savings.
- -Investigate and balance expenses with net pay.
- -Be made aware of fundamental procedures in buying a car.
- -Calculate simple interest involved in financing a car.

Fourth Week - Students will complete:

- -Unit post test.
- -Tax forms (Federal and State).
- -A typical application form for employment.

INSTRUCTIONAL STRATEGY

This unit has been designed for use by a class, a small group of students, or an individual. Activities may be selected by the student in order to exercise the decision-making skills so important to career development or assigned by the teacher to meet assessed student needs. If the unit is used as a supplemental activity, the worksheet activities may be used during a four-week period for half a class period each day. The following schedule is offered as a guide:

First Week - Pretest
Social Security Application
Job Hunting

Second Week - Keeping a Time Card
Hours - Hourly Wage - Wages
Deductions
Time Sheets
Savings Account

Third Week - Interest
Expenses
Adjusting Expenses
Financing Your Car

Fourth Week - Use Monday for Review
Post Test
Taxes
Permanent Employment Application

So that the materials can easily be used for individualized instruction, all learning activities are written for the student.

EVALUATION

It is important to evaluate the effectiveness of this unit in terms of the learning that takes place as well as reactions of the learner. A sample inventory has been provided, which can serve to both introduce the unit and assess its effectiveness, or the teacher may wish to develop his/her own.

CAREER MATH

PRETEST

1. Newspapers have a section called "Classified Ads." Another common name for this section is _____.

2. An average job for an 18 year old high school graduate might pay about: (Circle the correct answer)

   a. $12,000 per year  b. $210 per week  c. $2.25 per hour

3. When going to ask for a job you should: (circle the correct answer)

   a. go alone  b. take your brother  c. take your mother

CIRCLE THE T FOR EACH OF THE FOLLOWING STATEMENTS THAT ARE TRUE. CIRCLE THE F IF THE STATEMENT IS FALSE.

4. T F Use your best voice, manners and language when asking about getting a job.

5. T F When interviewing for a job, ask how much you will be paid.

6. T F "Gross pay" and "net pay" are the same.

7. T F When you are interviewing for a job you should ask about your duties.

8. T F Part time employees need to know how to compute using fractions to keep track of their time and pay.

9. Name three kinds of deductions that may be held out of your pay.

   _____  _____

   _____

10. Calculate your gross pay as if you worked these hours your first six days on the job. You earn $2.30 per hour.

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|
| 5½ hours | 4 hours | 4 hours | 4 hours | 6 hours | 8 hours |
| $_____ | $_____ | $_____ | $_____ | $_____ | $_____ |

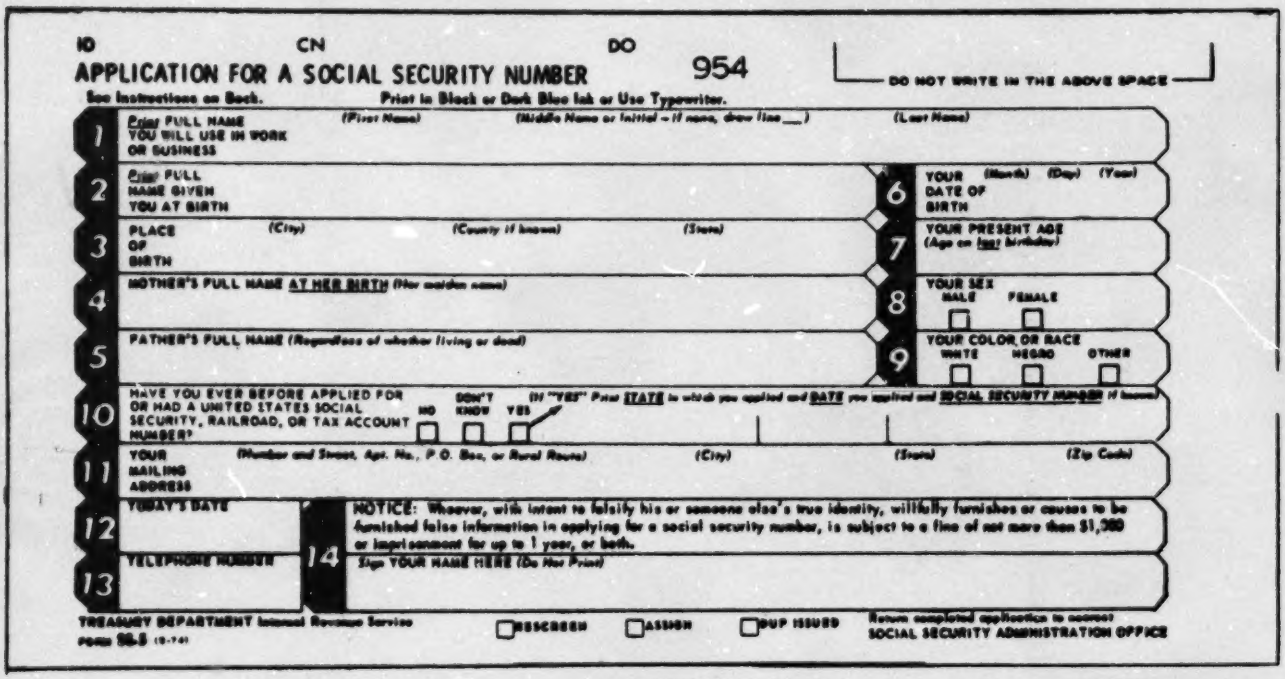
A Link To All Twelve Career Clusters

CAREER MATH

INSTRUCTIONAL ACTIVITIES

1. SOCIAL SECURITY CARD

First you go ask someone for a job...right? Wrong! First you need a Social Security number. Obtain and complete a Social Security card application. Your teacher will provide an application form for you. It looks like this.



IO CN DO 954

APPLICATION FOR A SOCIAL SECURITY NUMBER

DO NOT WRITE IN THE ABOVE SPACE

See instructions on Back. Print in Block or Dark Blue Ink or Use Typewriter.

1 Print FULL NAME YOU WILL USE IN WORK OR BUSINESS (First Name) (Middle Name or Initial - if none, draw line ___) (Last Name)

2 Print FULL NAME GIVEN YOU AT BIRTH

3 PLACE OF BIRTH (City) (County if known) (State)

4 MOTHER'S FULL NAME AT HER BIRTH (Her maiden name)

5 FATHER'S FULL NAME (Regardless of whether living or dead)

6 YOUR DATE OF BIRTH (Month) (Day) (Year)

7 YOUR PRESENT AGE (Age on last birthday)

8 YOUR SEX MALE FEMALE

9 YOUR COLOR OR RACE WHITE NEGRO OTHER

10 HAVE YOU EVER BEFORE APPLIED FOR OR HAD A UNITED STATES SOCIAL SECURITY, RAILROAD, OR TAX ACCOUNT NUMBER? NO DON'T KNOW YES (If "YES" Print STATE in which you applied and DATE you applied and SOCIAL SECURITY NUMBER if known)

11 YOUR MAILING ADDRESS (Number and Street, Apt. No., P. O. Box, or Rural Route) (City) (State) (Zip Code)

12 TODAY'S DATE

13 TELEPHONE NUMBER

14 NOTICE: Whoever, with intent to falsify his or someone else's true identity, willfully furnishes or causes to be furnished false information in applying for a social security number, is subject to a fine of not more than $1,000 or imprisonment for up to 1 year, or both.

Sign YOUR NAME HERE (Do Not Print)

TREASURY DEPARTMENT Internal Revenue Service FORM SS-5 (9-74)

RESCREEN ASSIGN DUP ISSUED

Return completed application to nearest SOCIAL SECURITY ADMINISTRATION OFFICE

2. JOB HUNTING

Here are some places to find out about available jobs.

a. Classified ads
b. Word of mouth
c. Employment agency
d. School career center
e. Public employment office
f. Ask community business people

Use the information below as you complete the following page entitled Job Hunting.

a. Classified Ads - The back pages of newspapers contain this section which lists many things—things people want to buy, things people want to sell, ads for people looking for employment and ads for people looking for employees. If you have a newspaper at home, read some of the want ads. It can be interesting and some of the ads are even funny.

b. Word of Mouth - Word of mouth can be a good way to find out about job openings. Ask your friends and your relatives and it may surprise you how many possible jobs you find out about.

c. Employment Agencies - These are businesses that will find a job for you. They will find out all about your abilities and your job interests. They charge a fee for finding a job for you. It can be pretty expensive to get a job this way, so you should be sure you understand the agreement if you have an employment agency help you.

d. School Career Centers - School career centers provide information about occupations. They can also help you to look at your own abilities and interests in order to help you decide what kind of job you would like and one in which you would do well.

e. Public Employment Office - These offices are managed by cities, counties, states, and the United States Government. They help people who are out of work find new jobs.

f. Ask community business people - Perhaps you have some stores or offices in your neighborhood. Many students get part time jobs working after school and on week-ends at stores and businesses very near their own homes or schools. If you know someone who works at a store in your neighborhood, ask him/her about part time jobs.

Name _____

Date _____

## JOB HUNTING

Directions: Use information with Activity 2 to answer these questions below.

1. What is another common name for "Classified Ads"? _____

2. List five places to find out about jobs.

   a. _____ b. _____

   c. _____ d. _____

   e. _____

3. If you use an _____ to find a job, you will have to pay them money.

4. Everyone should find out what kind of job he/she wants to get, what kind of job he/she would be happy with. A good place to take some tests to find out what kind of job you would probably like and do well at is _____.

5. When you are trying to get a job it is best to use several methods. When you go to look for a job, which of the places listed in Activity 2 will you use? (Pick three)

   a. _____ b. _____

   c. _____

6. Employment agencies require a fee for finding you a job. What should you be sure to do in order to protect yourself against being overcharged?

   _____

   _____

7. Name some stores or businesses near your home where you might like to work. (Try for five.)

   a. _____ b. _____

   c. _____ d. _____

   e. _____

10

3. PART TIME JOB

a. Select a part time job. Look at the classified ads on the next page. Six of the "help wanted" ads on this page have been circled. Read all six ads. Choose <u>one</u> of the ads for the job you think you might like.

Copy the ad here →

_____

_____

_____

_____

_____

b. Is there a telephone number for you to call? (Circle: Yes No)

c. If there is a telephone number, then a pleasant voice using appropriate language and telephone manners could be important in the job. If there is a telephone number, write it here _____. If there is not a number write NONE on the blank.

If your ad DOES have a telephone number, answer these by circling YES or NO.

d. Will you need any special training for this job? (YES NO)

Did the ad tell how much the job pays? (YES NO)

If you work at this job for 18 hours per week, will you earn more than $40 per week? (YES NO)

If your ad DOES NOT have a telephone number, answer these by circling YES or NO.

d. They want you to apply in person. Appearance might be important. Did the ad tell how much the job pays? (YES NO)

Do you think you might need to dress well for this job? (YES NO)

Are you willing to work until 9:00 p.m.? (YES NO)

e. You can tell by reading the ads if an employer is more interested in your voice and language use or your appearance. Explain how you can tell.

_____

_____

Employment
Opportunities 21

MANAGER TRAINEE Excellent restaurant chain seeks top notch person interested in a career in the food business, good future potential, start $700 wk, call Judi Lynn, 834-[illegible], Scope Agency, 200 New Stine.

MECHANIC — Porsche Audi Subaru. VW experience preferred. Will train right person, depending on experience. Excellent pay and benefits. Contact service manager, Columbus Porsche Audi Subaru, 7919 Columbus, 873-1123 between 8 [illegible]

MECHANICS: QUALIFIED diesel and gasoline, capable of completely servicing and maintaining food trucks. Call (209) 686-3816, Tulare, for appointment, between 8 a.m. - 4 p.m. Salary commensurate with experience.

[illegible] Heavy duty equipt. SHELLING & SHELLING BAKERSFIELD AGENCY, 1438 Truxtun Ave., 327-3271

MEDICAL OFFICE: Finally earn what you're worth. Co. offers all the benefits plus excellent starting salary. All they ask of you is a good typing speed & an eye for detail. Start $600 mo. Call Teresa Hays, 834-6000, Scope Agency, 200 New Stine.

MEDICAL RECEPTIONIST and telephone person needed in doctors office, must have medical background, 5 days per week, working conditions excellent, salary good, 399-7463.

MEDICAL RECORDS CLERK
San Joaquin Hospital has immediate openings on the p.m. shift for a medical records clerk, typing of 45 wpm required. Apply personnel office, 2615 Eye Street.

MEDICAL SECRETARY, $/H, excellent benefits, retirement plan, to $750/month. Talon Employment Agency, 116 H St., 327-4161.

MEDICAL SECRETARY: Be the special one in this professional office. Your typing will enable you to help with transcription, billing & correspondence. What an opportunity. Start to $750 mo. Call Teresa Hays, 834-6000, Scope Agency, 200 New Stine.

MEDICAL SECRETARY: Be the special one, in this professional office. Your typing will enable you to help with transcription, correspondence [illegible] Start to $ Hays, 834-6 New Stine.

MEDI RADIOLO vacation, b profit sha tion and sh Stine.

MERCHAN Motor retail [illegible] state individual ry building supp. related background a must. Start $546 mo, Crane, 834-6000, Scope Agency, 200 New Stine.

NCR
NCR CORPORATION
Computer Operator
NCR Century or comparable equipment for 2nd shift production. Prefer 2+ years experience in banking or savings and loan environment as a computer operator. Interview by appointment only. Call Mr. Walter Broadnax, (805) 328-9501 An Equal Opportunity Employer M/F.

NIGHT JANITOR, 7 p.m. - 5 a.m. 5 mile auger path, apply in person, Bakersfield Country Club, 8 a.m. to 4 p.m.

[illegible] CLERK. Part time, interesting job if you like meeting people. Chance for advancement. Call 327-7251, Kelb Employment Agency, 3501 [illegible]

NURSES AIDES, experienced only, benefits available, pleasant working conditions, apply in person, 1001 Ja[illegible]

NURSING ASSISTANT. Experienced and/or trained needed for all shifts, credit union and paid vacation. Please apply 1611 Height Street.

Employment
Opportunities 21

OFFICE ASSISTANT: Is your 10 key by touch? That skill plus your basic office know-how will get you started fast! To $600 mo. Call Teresa Hays, 834-6000, Scope Agency, 200 New Stine.

[illegible] ance verification, loans, collections. Tate, 327-7251, Kelb Personnel Agency, Great Western Savings Building.

P.E. MAJOR, afternoon recreation leader, 3 to 6 pm, J. D. Getty Elementary, write to Box D 953 c/o The Bakersfield Californian, 1707 Eye [illegible]

[illegible] work in office, no experience necessary, company will train. For appointment, call 327-4963.

PLANNING TECHNICIAN. The City of Bakersfield is now accepting applications for the above position. Salary $1,009 monthly. Two years of college with emphasis in planning courses, with two years of planning technician experience, and considerable knowledge of and ability to do general mapping and drafting all essential. Must successfully pass written, drafting performance, oral and physical examinations prior to employment. EQUAL OPPORTUNITY EMPLOYER. Apply at Personnel Office, City Hall, 1501 Truxtun Avenue, Bakersfield. Final filing date: December 16, 1977 by 5 p.m.

POLICY TYPIST: Recent, but accurate typing skills will enable you to be a part of a terrific co. & this plush office. Advancement potential. Start $600 mo. Call Heather Marks, 834-6000, Scope Agency, [illegible]

PROBATE SECRETARY: Needed someone able to handle probate cases from beginning to end, excellent benefits, to $800/month, DOE. Talon Employment Agency, 116 H St., 327-4161.

PROTEUS Adult Training, [illegible] month-funded, non-profit [illegible] and placement program [illegible] the following [illegible] TROLLER, [illegible] coordinator [illegible] cy's [illegible]

[illegible] Employment
Opportunities 21

OFFICE: Like responsibility & challenge? This busy spot provides opportunity to use basics & advance into a lucrative career. Start $550 mo. Call Teresa Hays, 834-6000, Scope Agency, 200 New Stine.

RN AND LVN
EVENING AND NIGHT SHIFTS
Full-time positions available for 3-11 and 11-7 shifts, also part time position on all shifts, excellent benefits include credit union, company paid insurance, differential, holidays, sick days and vacation, contact Mrs. Mayhall, 327-7607.

RN
AND
LVN
Excellent salary and benefits. Contact Personnel Department, (805) 327-3371, Extension 205.

MERCY HOSPITAL
2215 Truxtun
Bakersfield, CA 93301
Equal Opportunity Employer

RN, day shift and pm relief supervisor, full-time, paid vacation and credit union, interest in rehabilitive nursing and geriatric care desirable. Please apply B. Warnock, RN, DNS, 872-7324.

RN, LVN, or trained paramedic to complete insurance examinations on a full-time or part-time basis. Send resume to P.O. Box [illegible] Bakersfield, CA 93380.

[illegible] D
Nur[illegible]

[illegible] A BOAT
[illegible] ater or waitress
[illegible] ction Helper
Driver
[illegible] ings, part time, over 18 years old. Apply at Sam's Pizza Boat, 19th and Union daily except Monday, after 4 p.m.

SEARCHER OR EXAMINER, must be experienced, Safeco Title, contact Ronald Dack.

SECRETARIPS TYPISTS: If you are looking for a challenge, T-Girl is your kind of people. Work on interesting temporary assignments for . . . The Best People on Earth . . . OUR CUSTOMERS. Call today, 116 H St., 327-3777.

SECRETARY
Good chance with leasing company, plush new office, to $600, call Mrs. Huth, 327-7251, Kelb Personnel Agency, Great Western Savings Building.

SECRETARY: Need exp. secretary with top skills. Good company and pleasant staff make this a winning spot. Call 327-7337, Key Employment Agency, 2901 "H" St.

SECRETARY
PART-TIME, bright responsible person, good typing skills & varied duties. Apply in person at [illegible]

SECRETARY/RECEPTIONIST. Must have accurate typing skills, ability to handle heavy phone, administrative duties. Salary open. Send resume to Attn: Bonnie, P.O. Box 1028, Bakersfield, 93302.

SECRETARY/RECEPTIONIST. Busy office needs enthusiastic secretary to handle front office activities. Must type well, prefer shorthand, too. Phone 327-3173.

Employment
Opportunities 21

[illegible] benefits. Call 327-7337, Key Employment Agency, 2901 "H" St.

TELLER TRAINEE, part time, preferred cash handling experience, minimum typing, customer oriented, equal opportunity employer, M/F, call Mr. Whipps, 322-4053, Home Savings.

Teller trainee ..... $3.43 hr
SHELLING & SHELLING BAKERSFIELD AGENCY, 1438 Truxtun Ave., 327-3271.

TEXAS PETROLEUM CORP. subsidiary needs dependable person. Be your own boss. Contact Bakersfield area protected accounts. We train. Write: N.B. Crawford, Pres., PANCO, Box 32, Fort Worth, Texas, 76101.

TRAINEE COMPUTER
Will train person with office procedures, good chance for high school grad, $433, call Mrs. Tate, 327-7251, Kelb Personnel Agency, Great Western Savings Building.

TRAINEE ESCROW
Will train person with good office skills to be escrow secretary, $680. Call Mrs. Tate, 327-7251, Kelb Personnel Agency, Great Western Savings Building.

TURBINE PUMP installer wanted. Experienced, 798-2736, Wasco.

TV REPAIR. Say hello to a new job! Fast paced co. has lots of business & wants electronic technician for TV repair. Must have pride to work. Start $600 up mo. Call Diane [illegible] 834-6000, Scope Agency, 200

[illegible] TEREO
[illegible] CIAN
[illegible] nditions and [illegible]. Call Mr.

[illegible] in entertain[illegible] portant per[illegible] Tate, 327-7251, [illegible] gency, Great [illegible] Building.

[illegible] struction company, [illegible] rs, three days a week in [illegible] son office. $3.50/hour. Talon [illegible] ployment Agency, 116 H St., 327-[illegible]

TYPIST, interesting part time job, for three half days a week, $3/hour. Talon Employment Agency, 116 H St., 327-4161.

TYPIST: MUST HAVE accurate typing skills and 10-key proficiency. Will train on data terminal and TWX machine. Will negotiate salary. Send resume to Attn: Nan, P.O. Box 2028, Bakersfield, CA 93303.

WAITRESSES WANTED — Experienced, apply in person, no phone calls please, between 6 a.m. - 2 p.m. and 8-10 p.m., J's Coffee Shop, Delano.

WAITRESS, EXPERIENCED. Call 831-3868 after 10 a.m.

WAITRESS WANTED
Day and night, part-time, apply at DiCicco's Italian Restaurant, Stockdale Village.

WARRANTY CLAIMS CLERK for equipment dealership. Experienced a must. Write Box J-949, % The [illegible]

Wendy's
OLD FASHIONED HAMBURGERS
Full time day and evening positions now being offered with management potential to those interested in a career working with people. Start at $2.30/hr. and enjoy most weekends off. P/T slots, also. Apply now! 2-5 p.m., Monday-Friday.
3030 Mine Ave.

IT IS TIME TO ... PICK A JOB
Read the circled ads. Think about each one. Which Job Might You Want?

THE WANT-ADS CAN BE A BIG HELP
$
CHOOSE THE JOB THAT YOU WOULD LIKE
$
WHAT NEXT?
$
LET'S SEE

4. MINUTES AND HOURS

In this exercise we will get some practice that will help in changing hours and minutes to hours only.

a. Tell how many minutes equal one hour. _____ min.

b. Tell how many minutes equal to one half hour. _____ min.

c. Tell how many minutes equal to one quarter of an hour. _____ min.

d. Complete this table by writing in the correct fraction. (Reduce to lowest terms.)

| Mins. = Proper Fraction | Mins. = Proper Fraction | Hr:Min. = Mixed Fraction | Hr:Min. = Mixed Fraction |
|---|---|---|---|
| 30 = 1/2 hr. | 24 = hr. | 1:20 = hr. | 7:9 = hr. |
| 5 = hr. | 3 = 1/20 hr. | 2:40 = 2 2/3 hr. | 12:21 = 12 7/20 hr. |
| 45 = hr. | 18 = hr. | 4:30 = hr. | 11:27 = hr. |
| 20 = hr. | 36 = hr. | 7:15 = hr. | 10:02 = hr. |
| 10 = hr. | 42 = hr. | 21:45 = hr. | 15:56 = hr. |
| 40 = hr. | 54 = hr. | 30:15 = hr. | 19:06 = hr. |
| 50 = hr. | 5 = hr. | 11:16 = hr. | 94:42 = hr. |
| 6 = hr. | 27 = hr. | 40:12 = hr. | 100:12 = hr. |

e.

When you went to work in the morning, the clock looked like this one on the left.

You worked all morning, took a one hour lunch break and then worked in the afternoon until the clock looked like this.

How many hours did you WORK? _____ hrs.

5. KEEPING A TIME CARD

Many employees must keep track of the time they work during each day period. Complete the time card below. (Use your real Social Security number if you have one. If you do not have a real one yet, ask your teacher to assign a make believe one to you.)

a.

Weekly TIME CARD

Name _____

Social Security No. _____

| Day | Time In | Time Out | Hrs.-Min. | Hrs.-To the nearest quarter hr. | Hourly Wage | Wages ($) |
|---|---|---|---|---|---|---|
| Mon. | 4:00 | 8:00 | | | $2.20 | |
| Tues. | 4:00 | 8:30 | | | 2.20 | |
| Wed. | 4:15 | 8:30 | | | 2.20 | |
| Thur. | 4:15 | 3:05 | | | 2.20 | |
| Fri. | 4:00 | 9:00 | | | 2.20 | |
| | | Total Hrs. for Week | | | Gross Wages for Week | |

b. If you get paid every two weeks and you work the same number of hours each week, how many hours would you have after two weeks? _____ hrs.

c. Calculate the number of hours you would have after four full weeks. _____ hrs.

d. What would your gross wages be after two weeks? _____

e. What would your gross wages be after four weeks? _____

f. You might work a total of 50 weeks in a full year. How much would your gross wages be for a full year? _____

g. How much would your gross wages be after five full years? _____

6. HOURS -- HOURLY WAGE - WAGES

Let's practice calculating your gross wages for working different numbers of hours. You can do this by multiplying your hourly wage times the number of hours you work.

Example: Suppose you work 25 hours one week. Suppose your hourly wage is $2.20 per hour. Multiply 25 times $2.20.

$$\begin{array}{r} \$2.20 \\ \times\ 25 \\ \hline 1100 \\ 440 \\ \hline 5500 \end{array}$$

You see... your gross wages would be $55.00.

or

Suppose you work $20\frac{1}{4}$ hours:

$$\begin{array}{r} \$2.20 \\ \times\ 20.25 \end{array}$$

Now try these.

a. When you first start working suppose your hourly wage is $2.20. Calculate your gross wages for working:

20 hrs. $_____ 53 hrs. $_____

18 hrs. $_____ 67 hrs. $_____

24 hrs. $_____ 96 hrs. $_____

b. After you work at your job for three months you get a raise in wages because you are a good worker. Your hourly wage becomes $2.34. Calculate your gross wages for working: (Hint: Convert fractions to decimals.)

17 hrs. $_____ $41\frac{1}{2}$ hrs. $_____

38 hrs. $_____ $53\frac{1}{4}$ hrs. $_____

24 hrs. $_____ $66\frac{2}{3}$ hrs. $_____

c. After six full months on the job your employer (boss) is so happy with your work he raises your hourly wage to $2.45. Calculate your gross wages for working:

$33\frac{1}{4}$ hrs. $_____ $87\frac{1}{4}$ hrs. $_____

$29\frac{1}{2}$ hrs. $_____ $137\frac{3}{4}$ hrs. $_____

7. DEDUCTIONS

After learning about gross wages, we need to study about deductions so that we will have a better understanding about net wages (also called "take home wages").

Out of every dollar of gross wages earned, some money is taken out. The money taken out is called the deductions. Look at this drawing to learn three of the most common deductions.

a. Federal income tax deductions will be approximately 15%. If you earn $60 the income tax deduction is $9.00.

$$\begin{array}{r} \$60 \\ \times \quad .15 \\ \hline 300 \\ 60 \\ \hline \$9.00 \end{array}$$

How much would the income tax deduction be if your gross wages were $130?

Income tax deduction = _____

b. After the income tax deduction on gross wages of $130, how much money would you have left? _____

c. The deduction for state income tax is about 3% of gross wages. How much money would be deducted from gross wages of $130? _____

d. Approximately 6% of gross wages is deducted for social security. How much money would be deducted from $130 for social security? _____

e. Add the three deductions in problems a, c, and d together and tell the total amount of deductions from gross wages of $130. _____

f. After all deductions are made, the amount left is called "net wages." How much is the net wage after all deductions if gross wages are $130?

_____

8. TIME SHEETS

Suppose you have been given two raises in pay because you have done a good job. Now your boss wants you to be the time keeper for yourself and the six other workers working with you. They turn time cards in to you and your job is to calculate (a) gross wages, (b) federal tax deductions, (c) state tax deductions, (d) Social Security deductions, and (e) net pay.

| NAME | DAYS | HOURS (Days times eight) | HOURLY RATE | GROSS WAGES | FED. TAX | STATE TAX | SOCIAL SECURITY | TOTAL DEDUCTIONS | NET WAGES |
|---|---|---|---|---|---|---|---|---|---|
| Linda Riceron 622-05-2216 | 10 | | $2.10 | | | | | | |
| John Winn 620-07-0190 | 8 | | 2.10 | | | | | | |
| Karen Fortell 589-19-2216 | 9½ | | 2.20 | | | | | | |
| Donna Crabtree 599-70-664[illegible] | 7½ | | 2.15 | | | | | | |
| Jerry Swiftly 621-06-1117 | 7 | | 2.15 | | | | | | |
| I. R. Sertin 618-51-8808 | 10½ | | 2.25 | | | | | | |
| _____ _____ (Yourself) | 13½ | | 2.45 | | | | | | |
| Total hours worked by all employees | | _____ | | Total Gross | Total Fed. Tax _____ | Total State Tax _____ | Total Social Security _____ | Total Deductions _____ | Total Net _____ |

9. SAVINGS ACCOUNT

One of the things you might do after you start getting pay checks is to open your own savings account. You will accumulate money and the banks will pay you interest for putting your savings in their bank.

Here is a page out of your savings account passbook. The bank pays you $1\frac{1}{2}\%$ interest per quarter (6% per year). Complete the balance column. Note: Don't forget to add interest.

| DATE | INTEREST | WITHDRAWAL AMOUNT | DEPOSIT AMOUNT | BALANCE |
|---|---|---|---|---|
| | | | | 00.00 |
| 9-3-76 | — | | $15.00 | $15.00 |
| 9-18-76 | — | | 12.00 | 28.00 |
| 10-2-76 | $.32 | | 13.00 | |
| 10-16-76 | — | | 18.00 | |
| 11-4-76 | — | | 15.00 | |
| 11-17-76 | — | | 10.00 | |
| 12-3-76 | — | | 9.00 | |
| 12-16-76 | — | | 5.00 | |
| 1-5-77 | 1.13 | | 10.00 | |
| 1-15-77 | — | | 12.00 | |
| 2-2-77 | — | | 15.00 | |
| 2-18-77 | — | | 10.00 | |
| 3-4-77 | — | | 10.00 | |
| 3-16-77 | — | | 12.00 | |
| 4-3-77 | — | | 19.00 | |

10. INTEREST

The last deposit you made into your savings account was on 4-3-77. The bank paid you quarterly interest when you made your deposit. Here is how that interest amount was calculated.

$$7 \overline{)\ 1{,}026.15} \quad \$146.59$$

| Date | Balance |
|---|---|
| 1-05-77 | $109.45 |
| 1-15-77 | 121.45 |
| 2-02-77 | 136.45 |
| 2-18-77 | 146.45 |
| 3-04-77 | 156.45 |
| 3-16-77 | 168.45 |
| 4-03-77 | 187.45 |
| | $1,026.15 |

...that average balance multiplied by the interest rate (1½ monthly) gives the amount of interest.

1½ = .015

$$\begin{array}{r} \$146.59 \\ \times \quad .015 \\ \hline 73295 \\ 14659 \\ \hline \$2.19885 \end{array}$$

→ rounded to the nearest cent = $2.20

a. Find out what your average balance will be on July 2, 1977, if you make the deposits shown.

| DATE | INTEREST | WITHDRAWAL AMOUNT | DEPOSIT AMOUNT | BALANCE |
|---|---|---|---|---|
| 4-18-77 | -- | | $14.00 | |
| 5-03-77 | -- | | 16.00 | |
| 5-17-77 | -- | | 13.00 | |
| 6-02-77 | -- | | 10.00 | |
| 6-19-77 | -- | | 10.00 | |
| 7 02-77 | -- | | -- | |

The average balance on July 2, 1977, would be _____

b. Find the amount of interest you would be paid on July 2, 1977. Use your average balance and a rate of 1½%.

Amount of interest on July 2, 1977 _____

11. EXPENSES

When you get older you will be working more hours each week. You will be earning more money...AND...you will have expenses. Here is a list of some expenses you will have to pay.

| | |
|---|---|
| Room and board | Miscellaneous (gifts, insurance, etc.) |
| Clothing | Laundry and cleaning |
| Lunches | Coffee breaks |
| Personal care | Entertainment |
| Savings | Transportation (bus) |

a. Now let's estimate how much you plan to budget for each of the expense items listed. In the blank beside each expense item write the amount you think you will spend.

| | |
|---|---|
| Room and board_____ | Miscellaneous _____ |
| Clothing _____ | Laundry and cleaning _____ |
| Lunches _____ | Coffee breaks _____ |
| Personal care _____ | Entertainment _____ |
| Savings _____ | Transportation _____ |

b. Add up all of the above expenses. Write the total in the box. _____ | |

c. When you are out of school you will probably work 40 hours per week. If you earn $3.00 per hour, what will be your gross wages for each week?

_____

d. Now that you know your gross wages we need to find your net wages. Complete this chart.

| | |
|---|---|
| (From c above) Gross pay | $_____ |
| (1) Multiply your gross wages x 15% (federal tax) | $_____ |
| (2) Multiply your gross wages x 3% (state tax) | $_____ |
| (3) Multiply your gross wages x 6% (soc. sec.) | $_____ |
| Add (1), (2), and (3) above = Total Deductions | $_____ |
| Net Pay | $_____ |

e. Is your net pay enough to pay the total expenses written in the box in question b above?

Yes_____ No_____

21

12. ADJUSTING EXPENSES

If you did not earn enough to pay all of your expenses, you need to cut down your estimated expenses. If you had money left over, you need to increase some of your estimates.

a. How much was your net pay from page 16? _____

b. How much were your total expenses from page 16? _____

c. How much is the difference between your net pay and your total expenses? _____

d. Redo your estimated expenses list so that they exactly EQUAL your weekly net pay. Write your net pay here. _____

Room and board _____
Clothing _____
Lunches _____
Personal care _____
Savings _____

Miscellaneous _____
Laundry and cleaning _____
Coffee breaks _____
Entertainment _____
Transportation _____

Total expenses $ _____

*Note: You may wish to increase your savings expenses so you can buy a car when you have saved enough money.

e. After your weekly expenses balance with your weekly net wages, complete the following budget chart. (1 year - 52 weeks)

| | | | |
|---|---|---|---|
| Annual Room & Board | | Annual Miscellaneous | |
| Annual Clothing | | Annual Laundry & Cleaning | |
| Annual Lunches | | Annual Coffee Breaks | |
| Annual Personal Care | | Annual Entertainment | |
| Annual Savings | | Annual Transportation | |
| | | | |
| Annual Net Wages | | | |

f. Suppose you are putting money into your savings account so you can buy a car that costs $800. How many weeks will you have to save before you can pay cash for the car? _____ weeks.

13. FINANCING YOUR CAR, PART A

Most people are not rich enough to pay cash for a car. They must go to a bank to borrow the extra money they need to buy a car. They pay back the money plus interest in monthly payments to the bank.

a. The car you want costs $800. You must have 20% of the car cost as a down payment. How much is 20% of $800? _____

b. You must also pay 6% sales tax on the car. How much is the sales tax on your $800 car? _____

c. You must license your car. The license fee is 2% of the car cost. How much is the license fee? _____

d. You can calculate the total amount you need to get the car by adding:

Down payment _____
Sales tax _____
License fee _____

Total _____

e. You must finance the difference between your down payment and the $800 from the bank. How much will you finance? _____

f. The bank will charge a 12% interest rate per year. Find the amount of interest you will pay the bank. _____

g. How much total money must you pay back to the bank? (Principal plus interest) _____

h. Divide the total in problem g by 12 to find out the amount of your monthly car payment. _____

i. Car loans paid back in only one year usually cause very high monthly payments. For this reason people usually take two or more years to pay back car loans. How much would your monthly payments be if you could pay back the total in problem g over a two year (24 month) period? _____

14. FINANCING YOUR CAR, PART B

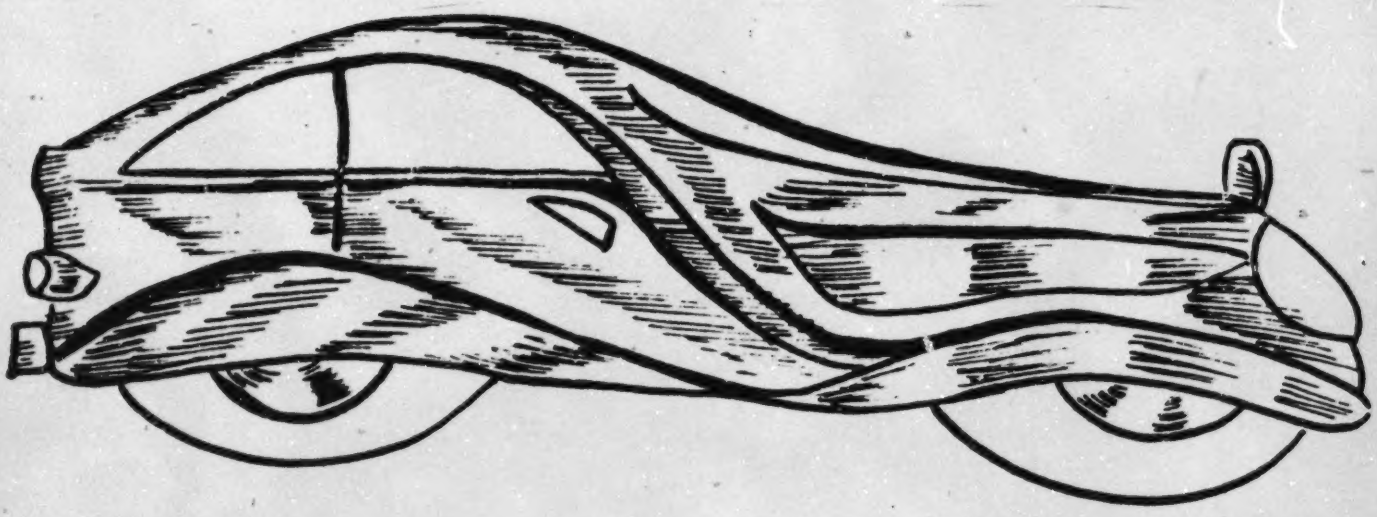
Three things affect the amount of your monthly car payment. The principal, the rate, and the time.

The principal is the amount of money you borrow. The rate is the percentage charge you must pay. The time is the number of years you take to pay.

a. Use this formula to calculate the amount of interest you must pay to borrow $640 for two years. (i = prt)

b. Tell how much your monthly payments would be to pay back a car loan of $640 financed for two years at a rate of 12%.

c. How much would your monthly car payments total if you decided to buy a more expensive car. Suppose you finance $1500 for two and one half years at an interest rate of 12%.



POST TEST

1. Name the section of the newspaper where you can find out about available jobs. _____

2. List three kinds of deductions that can be deducted from your earnings.

   a. _____ b. _____

   c. _____

3. Earnings before deductions are taken are called _____ wages.

4. Earnings after deductions are taken are called _____ wages.

5. Name three ways to find out about jobs.

   a. _____

   b. _____

   c. _____

6. How many minutes are in three-fourths of an hour? _____

7. How many minutes are in two-thirds of an hour? _____

8. Add these daily hours and minutes and then use a mixed fraction to express the total number.

| | |
|---|---|
| Monday | 3 hrs. 15 min. |
| Tuesday | 3 hrs. 10 min. |
| Wednesday | 2 hrs. 20 min. |
| Thursday | 2 hrs. 15 min. |
| Friday | 2 hrs. 45 min. |
| Saturday | 3 hrs. 30 min. |

   Total hours (use mixed fraction)

   _____

9. Use the total hours from number 8 to calculate gross wages at an hourly pay rate of $2.40.

   Gross wages _____

10. Use the gross wages from number 9 and calculate the total deductions for federal tax (15%), state tax (3%), and social security (6%).

    Total deductions _____

11. Calculate your monthly car payment if you finance $1600 for 3 years at an interest rate of 12%. Use the formula i = prt.

    Monthly payment _____

25

KEY

Pretest, p. 3

1. Want ads
2. $2.25 per hour (c)
3. Go alone (a)
4. T
5. T
6. F
7. T
8. T
9. Federal tax, state tax, social security
10. $72.45

Job Hunting, p. 6

a. Want ads
b. Classified ads
   Word-of-mouth
   Employment agencies
   School Career Center
   Community people
c. Employment agency
d. School Career Center
e. Any three from number 2
f. True

Minutes and Hours, p. 9

a. 60 min.
b. 30 min.
c. 15 min.

d.

| | | | |
|---|---|---|---|
| 1/2 | 2/5 | 1 1/3 | 7 3/20 |
| 1/4 | 1/20 | 2 2/3 | 12 7/20 |
| 3/4 | 3/10 | 4 1/2 | 11 9/20 |
| 1/3 | 3/5 | 7 1/4 | 10 1/30 |
| 1/6 | 7/10 | 21 3/4 | 15 14/15 |
| 2/3 | 9/10 | 30 1/4 | 19 1/10 |
| 5/6 | 1/12 | 11 4/5 | 94 7/10 |
| 1/10 | 9/20 | 40 1/5 | 100 1/5 |

e. 7 hours and 40 min. or 7-2/3

Keeping a Time Card, p. 10

a.

| | Hrs.-Min. | Hrs. | Wages |
|---|---|---|---|
| Mon. | 4 - 0 | 4 | 8.80 |
| Tues. | 4 -30 | $4\frac{1}{2}$ | 9.90 |
| Wed. | 4 -15 | $4\frac{1}{4}$ | 9.35 |
| Thurs. | 3 -50 | $3\frac{3}{4}$ | 8.25 |
| Fri. | 5 - 0 | 5 | 11.00 |
| | Totals | $21\frac{1}{2}$ | 47.30 |

b. 43 hours
c. 86 hours
d. $94.60
e. $189.20
f. $2,365.00
g. $11,825.00

Hours - Hourly Wage - Wages, p. 11

| a. | b. | c. |
|---|---|---|
| $ 44.00 | $ 39.78 | $ 81.46 |
| 39.60 | 88.92 | 72.28 |
| 52.80 | 56.16 | 213.76 |
| 116.60 | 97.11 | 337.49 |
| 147.40 | 124.61 | |
| 211.20 | 156.01 | |

Deductions, p. 12

a. $ 19.50
b. $110.50
c. $ 3.90
d. $ 7.80
e. $31.20
f. $98.80

Time Sheets, p. 13

| Hours | Gross Wages | Fed. Tax | State Tax | S.S. | Total Ded. | Net |
|---|---|---|---|---|---|---|
| 80 | $168.00 | $25.20 | $5.04 | $10.08 | $ 40.32 | $127.68 |
| 64 | 134.40 | 20.16 | 4.03 | 8.06 | 32.25 | 102.15 |
| 76 | 167.20 | 25.08 | 5.02 | 10.03 | 40.13 | 127.07 |
| 60 | 129.00 | 19.35 | 3.87 | 7.74 | 30.96 | 98.04 |
| 56 | 120.40 | 18.06 | 3.61 | 7.22 | 28.89 | 91.51 |
| 84 | 189.00 | 28.35 | 5.67 | 11.34 | 45.36 | 143.64 |
| 108 | 264.60 | 39.69 | 7.94 | 15.88 | 63.51 | 201.09 |
| 528 | 1172.60 | 175.89 | 35.18 | 70.35 | 281.42 | 891.18 |

Savings Account, p. 14

| Balance |
|---|
| $ 15.00 |
| 28.00 |
| 41.32 |
| 59.32 |
| 74.32 |
| 84.32 |
| 93.32 |
| 98.32 |
| 109.45 |
| 121.45 |
| 136.45 |
| 146.45 |
| 156.45 |
| 168.45 |
| 187.45 |

Interest, p. 15

a.

| Balance | Average Balance |
|---|---|
| $201.45 | $231.78 |
| 217.45 | |
| 230.45 | |
| 240.45 | |
| 250.45 | |
| 250.45 | |

b. $3.48 (Interest)

27

**Expenses, p.16**

c. $120.00

d.

| | |
|---|---|
| Gross wages | $120.00 |
| Fed. tax | 18.00 |
| State tax | 3.60 |
| Soc. Sec. | 7.20 |
| Total Ded. | 28.80 |
| Net pay | 91.20 |

**Adjusting Expenses, p.17**

a. $91.20

d. $91.20 net pay

e. $4742.40 annual net wages

**Financing Your Car, Part A, p.18**

a. $160.00
b. $ 48.00
c. $ 16.00
d. $224.00
e. $640.00
f. $ 76.80
g. $716.80
h. $ 59.73
i. $ 29.87

**Financing Your Car, Part B, p.19**

a. $153.60
b. $ 33.07
c. $ 65.00

**Post Test**

1. Classified ads
2. a. Federal tax
   b. State tax
   c. Social security
3. Gross
4. Net
5. Want ads, employment agency, public employment office, school Career Center, community (word-of-mouth or business people)
6. 45 min.
7. 40 min.
8. $17\frac{1}{4}$ hrs.
9. $41.40
10. $9.93
11. $60.44

## APPENDIX

(Optional Activities)

## TERMS

Write the definition for each of these terms.

1. Deductions _____
2. Employer _____
3. Coffee break _____
4. Room and board _____
5. Gross pay _____
6. Net pay _____
7. Expenses _____
8. Annual income _____
9. Savings _____
10. Interest _____
11. Principal _____
12. Rate _____
13. Financing _____
14. Pay period _____
15. Employee _____
16. Quitting time _____

30

## TAXES

Now that you have a job, you must fill out tax return forms for Federal income taxes and state income taxes.

Form 1040 on the next two pages is used for filing Federal income tax returns. The Federal tax table needed to calculate your Federal income tax can be found immediately following on page 29.

Form 540 on pages 30 and 31 is used for filing state income tax returns. The tables needed for completing state income tax returns is on page 32.

Here is the information to use for filling out both your Federal and state tax forms.

| | |
|---|---|
| Your wages for the year . . . . . | $6,000.00 |
| Dividends . . . . . | 0 |
| Interest income . . . . . | 27.00 |
| Income other than wages, dividends and interest . . . | 0 |
| Total | 6,027.00 |

Form **1040** **US** Department of the Treasury—Internal Revenue Service

# Individual Income Tax Return

**1976**

For the year January 1–December 31, 1976, or other taxable year beginning _____, 1976, ending _____, 19____

Please place label on form you file. Make all necessary changes on label.

| Name (If joint return, give first names and initials of both) | Last name | Your social security number | For Privacy Act Notification, see page 2 of Instructions. |
|---|---|---|---|
| Present home address (Number and street, including apartment number, or rural route) | | Spouse's social security no. | For IRS use only |
| City, town or post office, State and ZIP code — Place label here | | Occupation: Yours ▶ / Spouse's ▶ | |

**Requested by Census Bureau for Revenue Sharing** ▶ A In what city, town, village, etc., do you live? | B Do you live within the legal limits of the city, town, etc.? ☐ Yes ☐ No ☐ Don't know | C In what county and State do you live? County / State | D In what township do you live? (See page 4.)

**Filing Status** (check only ONE box)

1 ☐ Single
2 ☐ Married filing joint return (even if only one had income)
3 ☐ Married filing separately. If spouse is also filing give spouse's social security number in designated space above and enter full name here ▶ _____
4 ☐ Unmarried Head of Household (See page 5 of Instructions) ▶ _____
5 ☐ Qualifying widow(er) with dependent child (Year spouse died ▶ 19 ). See page 5 of Instructions.

**Exemptions**

6a Regular ☐ Yourself ☐ Spouse — Enter number of boxes checked ▶
b First names of your dependent children who lived with you _____ — Enter number ▶
c Number of other dependents (from line 27) ▶
d Total (add lines 6a, b, and c) ▶
e Age 65 or over ☐ Yourself ☐ Spouse — Blind ☐ Yourself ☐ Spouse — Enter number of boxes checked ▶
7 Total (add lines 6d and e) ▶

8 Presidential Election Campaign Fund — Do you wish to designate $1 of your taxes for this fund? Yes ☐ No ☐ — If joint return, does your spouse wish to designate $1? Yes ☐ No ☐ — Note: If you check the "Yes" box(es) it will not increase your tax or reduce your refund.

Please attach Copy B of Forms W-2 here

**Income**

| | | | |
|---|---|---|---|
| 9 | Wages, salaries, tips, and other employee compensation (Attach Forms W-2. If unavailable, see page 3 of Instructions.) | 9 | |
| 10a | Dividends (See pages 7 and 14 of Instructions) $_____, 10b Less exclusion $_____. Balance ▶ (If gross dividends and other distributions are over $400, list in Part I of Schedule B.) | 10c | |
| 11 | Interest income. [ If $400 or less, enter total without listing in Schedule B / If over $400, enter total and list in Part II of Schedule B ] | 11 | |
| 12 | Income other than wages, dividends, and interest (from line 36) | 12 | |
| 13 | Total (add lines 9, 10c, 11, and 12) | 13 | |
| 14 | Adjustments to Income (such as "sick pay," moving expenses, etc. from line 42) | 14 | |
| 15 | Subtract line 14 from line 13 (Adjusted Gross Income) (If less than $8,000, see page 8 of Instructions on "Earned Income Credit.") | 15 | |

- If you do not itemize deductions and line 15 is under $15,000, find tax in Tables and enter on line 16a.
- If you itemize deductions or line 15 is $15,000 or more, go to line 43 to figure tax.
- CAUTION. If you have unearned income and can be claimed as a dependent on your parent's return, check here ▶ ☐ and see page 7 of Instructions.

Please attach Check or Money Order here

**Tax, Payments and Credits**

| | | | |
|---|---|---|---|
| 16a | Tax, check if from: ☐ Tax Tables ☐ Tax Rate Schedule X, Y, or Z ☐ Schedule D ☐ Schedule G OR ☐ Form 4726 | 16a | |
| b | Credit for personal exemptions (multiply line 6d by $30) | b | |
| c | Balance (subtract line 16b from line 16a) | c | |
| 17 | Credits (from line 54) | 17 | |
| 18 | Balance (subtract line 17 from line 16c) | 18 | |
| 19 | Other taxes (from line 63) | 19 | |
| 20 | Total (add lines 18 and 19) | 20 | |
| 21a | Total Federal income tax withheld (attach Forms W-2 or W-2P to front) — 21a | | |
| b | 1975 estimated tax payments (include amount allowed as credit from 1974 return) — b | | |
| c | Earned income credit — c | | |
| d | Amount paid with Form 4868 — d | | |
| e | Other payments (from line 67) — e | | |
| 22 | Total (add lines 21a through e) | 22 | |

Pay amount on line 23 in full with this return. Write social security number on check or money order and make payable to Internal Revenue Service.

**Balance Due or Refund**

| | | | |
|---|---|---|---|
| 23 | If line 20 is larger than line 22, enter BALANCE DUE IRS ▶ (Check here ▶ ☐ if Form 2210, Form 2210F, or statement is attached. See page 8 of Instructions.) | 23 | |
| 24 | If line 22 is larger than line 20, enter amount OVERPAID ▶ | 24 | |
| 25 | Amount of line 24 to be REFUNDED TO YOU ▶ | 25 | |
| 26 | Amount of line 24 to be credited on 1976 estimated tax. ▶ 26 | | |

If all of overpayment (line 24) is to be refunded (line 25), make no entry on line 26.

**Sign here**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

▶ _____ Your signature — Date

▶ _____ Spouse's signature (if filing jointly, BOTH must sign even if only one had income)

▶ _____ Preparer's signature (other than taxpayer) — Date

_____ Address (and ZIP Code)

**Other Dependents**

| (a) NAME | (b) Relationship | (c) Months lived in your home. If born or died during year, write B or D. | (d) Did dependent have income of $750 or more? | (e) Amount YOU furnished for dependent's support. If 100% write ALL. | (f) Amount furnished by OTHERS including dependent. |
|---|---|---|---|---|---|
| | | | | $ | $ |
| | | | | | |

27 Total number of dependents listed in column (a). Enter here and on line 6c ▶

## Part I Income other than Wages, Dividends, and Interest

| | | | | |
|---|---|---|---|---|
| 28 | Business income or (loss) (attach Schedule C) | 28 | | |
| 29a | Net gain or (loss) from sale or exchange of capital assets (attach Schedule D) | 29a | | |
| 29b | 50% of capital gain distributions (not reported on Schedule D—see page 9 of Instructions) | 29b | | |
| 30 | Net gain or (loss) from Supplemental Schedule of Gains and Losses (attach Form 4797) | 30 | | |
| 31a | Pensions, annuities, rents, royalties, partnerships, estates or trusts, etc. (attach Schedule E) | 31a | | |
| 31b | Fully taxable pensions and annuities (not reported on Schedule E—see page 9 of Instructions) | 31b | | |
| 32 | Farm income or (loss) (attach Schedule F) | 32 | | |
| 33 | State income tax refunds (does not apply if refund is for year in which you took the standard deduction—others see page 9 of Instructions) | 33 | | |
| 34 | Alimony received | 34 | | |
| 35 | Other (state nature and source—See page 9 of Instructions) ▶ | 35 | | |
| 36 | Total (add lines 28 through 35). Enter here and on line 12 ▶ | 36 | | |

## Part II Adjustments to Income

| | | | | |
|---|---|---|---|---|
| 37 | "Sick pay." (attach Form 2440 or other required statement) | 37 | | |
| 38 | Moving expense (attach Form 3903) | 38 | | |
| 39 | Employee business expense (attach Form 2106 or statement) | 39 | | |
| 40a | Payments to a Keogh (H.R. 10) retirement plan | 40a | | |
| 40b | Payments to an individual retirement arrangement from attached Form 5329, Part III | 40b | | |
| 41 | Forfeited interest penalty for premature withdrawal—see page 10 of Instructions | 41 | | |
| 42 | Total (add lines 37 through 41). Enter here and on line 14 ▶ | 42 | | |

## Part III Tax Computation (Do not use this part if you use the Tax Tables to find your tax.)

| | | | | |
|---|---|---|---|---|
| 43 | Adjusted gross income (from line 15) | 43 | | |
| 44 | (a) If you itemize deductions, check here ▶ ☐ and enter total from Schedule A, line 41 and attach Schedule A<br>(b) If you do not itemize deductions and line 15 is $15,000 or more, check here ▶ ☐ and: If box on line 2 or 5 is checked, enter 16% of line 15 but not more than $2,600; if box on line 1 or 4 is checked, enter $2,300; if box on line 3 is checked, enter $1,300 | 44 | | |
| 45 | Subtract line 44 from line 43 | 45 | | |
| 46 | Multiply total number of exemptions claimed on line 7, by $750 | 46 | | |
| 47 | Taxable income. Subtract line 46 from line 45 | 47 | | |

(Figure your tax on the amount on line 47 by using Tax Rate Schedule X, Y, or Z, or if applicable, the alternative tax from Schedule D, Income averaging from Schedule G, or maximum tax from Form 4726.) Enter tax on line 16a.

**Credits**

| | | | | |
|---|---|---|---|---|
| 48 | Retirement income credit (attach Schedule R) | 48 | | |
| 49 | Investment credit (attach Form 3468) | 49 | | |
| 50 | Foreign tax credit (attach Form 1116) | 50 | | |
| 51 | Contributions to candidates for public office credit—see page 10 of Instructions | 51 | | |
| 52 | Work Incentive (WIN) credit (attach Form 4874) | 52 | | |
| 53 | Purchase of new principal residence credit (attach Form 5405) | 53 | | |
| 54 | Total (add lines 48 through 53). Enter here and on line 17 ▶ | 54 | | |

**Other Taxes**

| | | | | |
|---|---|---|---|---|
| 55 | Tax from recomputing prior-year investment credit (attach Form 4255) | 55 | | |
| 56 | Tax from recomputing prior-year Work Incentive (WIN) credit (attach Schedule) | 56 | | |
| 57 | Minimum tax. Check here ▶ ☐, if Form 4625 is attached | 57 | | |
| 58 | Tax on premature distributions from attached Form 5329, Part V | 58 | | |
| 59 | Self-employment tax (attach Schedule SE) | 59 | | |
| 60 | Social security tax on tip income not reported to employer (attach Form 4137) | 60 | | |
| 61 | Uncollected employee social security tax on tips (from Forms W-2) | 61 | | |
| 62 | Excess contribution tax from attached Form 5329, Part IV | 62 | | |
| 63 | Total (add lines 55 through 62). Enter here and on line 19 ▶ | 63 | | |

## Part VI Other Payments

| | | | | |
|---|---|---|---|---|
| 64 | Excess FICA, RRTA, or FICA/RRTA tax withheld (two or more employers—see page 10 of Instructions) | 64 | | |
| 65 | Credit for Federal tax on special fuels, nonhighway gasoline and lubricating oil (attach Form 4136) | 65 | | |
| 66 | Credit from a Regulated Investment Company (attach Form 2439) | 66 | | |
| 67 | Total (add lines 64 through 66). Enter here and on line 21e ▶ | 67 | | |

**For persons with incomes under $15,000 who do not itemize deductions on Schedule A, Form 1040.**

**Caution:** If you (child under 19 or student) can be claimed as a dependent on your parent's return and line 15 on your Form 1040 includes income other than earned income (interest, dividends, annuities, etc.) see page 7 of instructions for substitute standard deduction and definition of earned income.

The standard deduction and deduction for exemptions have been taken into account in figuring the tax shown in these Tables.

The Tables show the lower tax after taking into account both the percentage standard deduction and the low income allowance except in the case of married people filing separately. For married people filing separate returns, the Tables show the tax figured on the percentage standard deduction and on the low income allowance.

**Married people filing separate returns:** Choose either the low income allowance or percentage standard deduction to figure your tax. But if one uses the percentage standard deduction, both must use it. If you are married and living apart from your spouse, see page 5 of the instructions to see if you can be considered "unmarried" for purposes of using the Tax Tables.

**To find your tax—**

► Select the Tax Table that covers the total number of exemptions on line 7. On the appropriate table, read down the income columns until you find the line covering the adjusted gross income you entered on line 15. Then read across to the column heading describing your filing status. Enter the tax you find there on line 16a.

► Be sure to use the figures in the Tax Table columns as follows—

| If you checked the filing status box on | Find your tax under column |
|---|---|
| Line 1, Form 1040 . . . . . | A |
| Line 4, Form 1040 . . . . . | B |
| Line 2 or 5, Form 1040 . . . . . | C |
| Line 3, Form 1040 . . . . . | D |

## Table 1—Returns claiming ONE exemption (and not itemizing deductions)

| If line 15 (adjusted gross income) is— | | And you are— | | | | If line 15 (adjusted gross income) is— | | And you are— | | | | If line 15 (adjusted gross income) is— | | And you are— | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | A. Single, not head of household | B. Head of household | D. Married filing separate return claiming— | | | | A. Single, not head of household | B. Head of household | D. Married filing separate return claiming— | | | | A. Single, not head of household | B. Head of household | D. Married filing separate return claiming— | |
| At least | But less than | | | Low income allowance | % Standard deduction | At least | But less than | | | Low income allowance | % Standard deduction | At least | But less than | | | Low income allowance | % Standard deduction |
| | | Your tax is— | | | | | | Your tax is— | | | | | | Your tax is— | | | |
| 0 | 900 | 0 | 0 | 0 | 0 | 2,825 | 2,850 | 0 | 0 | 47 | 139 | 3,350 | 3,400 | 149 | 144 | 255 | 326 |
| 900 | 925 | 0 | 0 | 0 | 2 | 2,850 | 2,875 | 0 | 0 | 51 | 142 | 3,400 | 3,450 | 157 | 152 | 263 | 334 |
| 925 | 950 | 0 | 0 | 0 | 5 | 2,875 | 2,900 | 0 | 0 | 54 | 146 | 3,450 | 3,500 | 165 | 160 | 272 | 342 |
| 950 | 975 | 0 | 0 | 0 | 8 | 2,900 | 2,925 | 0 | 0 | 58 | 149 | 3,500 | 3,550 | 173 | 168 | 280 | 350 |
| 975 | 1,000 | 0 | 0 | 0 | 11 | 2,925 | 2,950 | 0 | 0 | 61 | 152 | 3,550 | 3,600 | 181 | 176 | 289 | 358 |
| 1,000 | 1,025 | 0 | 0 | 0 | 14 | 2,950 | 2,975 | 0 | 0 | 65 | 156 | 3,600 | 3,650 | 189 | 184 | 297 | 366 |
| 1,025 | 1,050 | 0 | 0 | 0 | 17 | 2,975 | 3,000 | 0 | 0 | 68 | 159 | 3,650 | 3,700 | 197 | 192 | 306 | 374 |
| 1,050 | 1,075 | 0 | 0 | 0 | 20 | 3,000 | 3,050 | 0 | 0 | 72 | 162 | 3,700 | 3,750 | 205 | 200 | 315 | 382 |
| 1,075 | 1,100 | 0 | 0 | 0 | 23 | 3,050 | 3,100 | 0 | 0 | 76 | 166 | 3,750 | 3,800 | 213 | 208 | 324 | 390 |
| 1,100 | 1,125 | 0 | 0 | 0 | 26 | 3,100 | 3,150 | 0 | 0 | 79 | 169 | 3,800 | 3,850 | 221 | 216 | 334 | 398 |
| 1,125 | 1,150 | 0 | 0 | 0 | 29 | 3,150 | 3,200 | 0 | 0 | 83 | 172 | 3,850 | 3,900 | 229 | 224 | 343 | 406 |
| 1,150 | 1,175 | 0 | 0 | 0 | 32 | 3,200 | 3,250 | 0 | 0 | 87 | 176 | 3,900 | 3,950 | 238 | 232 | 353 | 414 |
| 1,175 | 1,200 | 0 | 0 | 0 | 35 | 3,250 | 3,300 | 0 | 0 | 91 | 179 | 3,950 | 4,000 | 246 | 240 | 362 | 422 |
| 1,200 | 1,225 | 0 | 0 | 0 | 38 | 3,300 | 3,350 | 2 | 2 | 94 | 183 | 4,000 | 4,050 | 255 | 248 | 372 | 430 |
| 1,225 | 1,250 | 0 | 0 | 0 | 41 | 3,350 | 3,400 | 5 | 5 | 98 | 186 | 4,050 | 4,100 | 263 | 256 | 381 | 438 |
| 1,250 | 1,275 | 0 | 0 | 0 | 43 | 3,400 | 3,450 | 9 | 9 | 102 | 190 | 4,100 | 4,150 | 272 | 264 | 391 | 446 |
| 1,275 | 1,300 | 0 | 0 | 0 | 46 | 3,450 | 3,500 | 12 | 12 | 106 | 193 | 4,150 | 4,200 | 280 | 272 | 400 | 454 |
| 1,300 | 1,325 | 0 | 0 | 0 | 49 | 3,500 | 3,550 | 16 | 16 | 109 | 196 | 4,200 | 4,250 | 289 | 280 | 410 | 462 |
| 1,325 | 1,350 | 0 | 0 | 0 | 52 | 3,550 | 3,600 | 19 | 19 | 113 | 199 | 4,250 | 4,300 | 297 | 288 | 419 | 470 |
| 1,350 | 1,375 | 0 | 0 | 0 | 55 | 3,600 | 3,650 | 23 | 23 | 117 | 203 | 4,300 | 4,350 | 306 | 296 | 429 | 478 |
| 1,375 | 1,400 | 0 | 0 | 0 | 58 | 3,650 | 3,700 | 26 | 26 | 121 | 206 | 4,350 | 4,400 | 315 | 305 | 438 | 486 |
| 1,400 | 1,425 | 0 | 0 | 0 | 61 | 3,700 | 3,750 | 30 | 30 | 124 | 209 | 4,400 | 4,450 | 324 | 314 | 448 | 494 |
| 1,425 | 1,450 | 0 | 0 | 0 | 64 | 3,750 | 3,800 | 33 | 33 | 128 | 213 | 4,450 | 4,500 | 334 | 323 | 457 | 502 |
| 1,450 | 1,475 | 0 | 0 | 0 | 67 | 3,800 | 3,850 | 37 | 37 | 132 | 216 | 4,500 | 4,550 | 343 | 332 | 467 | 510 |
| 1,475 | 1,500 | 0 | 0 | 0 | 70 | 3,850 | 3,900 | 40 | 40 | 136 | 219 | 4,550 | 4,600 | 353 | 341 | 476 | 518 |
| 1,500 | 1,525 | 0 | 0 | 0 | 73 | 3,900 | 3,950 | 44 | 44 | 139 | 223 | 4,600 | 4,650 | 362 | 350 | 486 | 526 |
| 1,525 | 1,550 | 0 | 0 | 0 | 76 | 3,950 | 4,000 | 47 | 47 | 143 | 226 | 4,650 | 4,700 | 372 | 359 | 495 | 534 |
| 1,550 | 1,575 | 0 | 0 | 0 | 79 | 4,000 | 4,050 | 51 | 51 | 147 | 230 | 4,700 | 4,750 | 381 | 368 | 505 | 542 |
| 1,575 | 1,600 | 0 | 0 | 0 | 83 | 4,050 | 4,100 | 54 | 54 | 151 | 233 | 4,750 | 4,800 | 391 | 377 | 514 | 550 |
| 1,600 | 1,625 | 0 | 0 | 0 | 86 | 4,100 | 4,150 | 58 | 58 | 155 | 237 | 4,800 | 4,850 | 400 | 386 | 524 | 558 |
| 1,625 | 1,650 | 0 | 0 | 0 | 89 | 4,150 | 4,200 | 61 | 61 | 159 | 241 | 4,850 | 4,900 | 410 | 395 | 533 | 566 |
| 1,650 | 1,675 | 0 | 0 | 0 | 92 | 4,200 | 4,250 | 65 | 65 | 163 | 244 | 4,900 | 4,950 | 419 | 404 | 543 | 574 |
| 1,675 | 1,700 | 0 | 0 | 0 | 95 | 4,250 | 4,300 | 68 | 68 | 167 | 248 | 4,950 | 5,000 | 429 | 413 | 552 | 582 |
| 1,700 | 1,725 | 0 | 0 | 2 | 98 | 4,300 | 4,350 | 72 | 72 | 171 | 251 | 5,000 | 5,050 | 438 | 422 | 562 | 590 |
| 1,725 | 1,750 | 0 | 0 | 5 | 101 | 4,350 | 4,400 | 76 | 75 | 175 | 255 | 5,050 | 5,100 | 448 | 431 | 571 | 597 |
| 1,750 | 1,775 | 0 | 0 | 9 | 105 | 4,400 | 4,450 | 79 | 79 | 179 | 258 | 5,100 | 5,150 | 457 | 440 | 581 | 605 |
| 1,775 | 1,800 | 0 | 0 | 12 | 108 | 4,450 | 4,500 | 83 | 82 | 183 | 262 | 5,150 | 5,200 | 467 | 449 | 590 | 613 |
| 1,800 | 1,825 | 0 | 0 | 16 | 111 | 4,500 | 4,550 | 87 | 86 | 187 | 266 | 5,200 | 5,250 | 476 | 458 | 600 | 621 |
| 1,825 | 1,850 | 0 | 0 | 19 | 114 | 4,550 | 4,600 | 91 | 89 | 191 | 269 | 5,250 | 5,300 | 486 | 467 | 609 | 629 |
| 1,850 | 1,875 | 0 | 0 | 23 | 117 | 4,600 | 4,650 | 96 | 95 | 197 | 274 | 5,300 | 5,350 | 495 | 476 | 619 | 637 |
| 1,875 | 1,900 | 0 | 0 | 26 | 120 | 4,650 | 4,700 | 104 | 102 | 205 | 282 | 5,350 | 5,400 | 505 | 485 | 628 | 645 |
| 1,900 | 1,925 | 0 | 0 | 30 | 123 | 4,700 | 4,750 | 111 | 109 | 213 | 289 | 5,400 | 5,450 | 514 | 494 | 638 | 653 |
| 1,925 | 1,950 | 0 | 0 | 33 | 127 | 4,750 | 4,800 | 119 | 116 | 221 | 296 | 5,450 | 5,500 | 524 | 503 | 647 | 661 |
| 1,950 | 1,975 | 0 | 0 | 37 | 130 | 4,800 | 4,850 | 126 | 123 | 229 | 303 | 5,500 | 5,550 | 533 | 512 | 657 | 669 |
| 1,975 | 2,000 | 0 | 0 | 40 | 133 | 4,850 | 4,900 | 134 | 130 | 238 | 310 | | | | | | |
| 2,000 | 2,025 | 0 | 0 | 44 | 136 | 4,900 | 4,950 | 141 | 137 | 246 | 318 | | | | | | |

Continued on next page

# TAX TABLE AND TAX RATE SCHEDULES



**The Tax Table can be used only if you were a resident for the entire year, your adjusted gross income on line 16, Form 540 is less than $15,000 and you do NOT itemize deductions (the Tax Table provides for the allowable standard deduction). In all other cases you must use the Tax Rate Schedules.**

## TAX RATE SCHEDULES

### Single Person
### Separate Return of a Married Person

| TAXABLE INCOME | TAX RATES |
|---|---|
| $0 to $2,000 | 1% |
| 2,000 to 3,500 | $20 plus 2% of amount over $2,000 |
| 3,500 to 5,000 | 50 plus 3% of amount over 3,500 |
| 5,000 to 6,500 | 95 plus 4% of amount over 5,000 |
| 6,500 to 8,000 | 155 plus 5% of amount over 6,500 |
| 8,000 to 9,500 | 230 plus 6% of amount over 8,000 |
| 9,500 to 11,000 | 320 plus 7% of amount over 9,500 |
| 11,000 to 12,500 | 425 plus 8% of amount over 11,000 |
| 12,500 to 14,000 | 545 plus 9% of amount over 12,500 |
| 14,000 to 15,500 | 680 plus 10% of amount over 14,000 |
| 15,500 and over | 830 plus 11% of amount over 15,500 |

### Joint Return of Married Couple
### *(Provides for split-income benefits)*
### Widow(er) with Dependent Child

| TAXABLE INCOME | TAX RATES |
|---|---|
| $0 to $4,000 | 1% |
| 4,000 to 7,000 | $40 plus 2% of amount over $4,000 |
| 7,000 to 10,000 | 100 plus 3% of amount over 7,000 |
| 10,000 to 13,000 | 190 plus 4% of amount over 10,000 |
| 13,000 to 16,000 | 310 plus 5% of amount over 13,000 |
| 16,000 to 19,000 | 460 plus 6% of amount over 16,000 |
| 19,000 to 22,000 | 640 plus 7% of amount over 19,000 |
| 22,000 to 25,000 | 850 plus 8% of amount over 22,000 |
| 25,000 to 28,000 | 1,090 plus 9% of amount over 25,000 |
| 28,000 to 31,000 | 1,360 plus 10% of amount over 28,000 |
| 31,000 and over | 1,660 plus 11% of amount over 31,000 |

### Head of Household

| TAXABLE INCOME | TAX RATES |
|---|---|
| $0 to $4,000 | 1% |
| 4,000 to 6,000 | $40 plus 2% of amount over $4,000 |
| 6,000 to 7,500 | 80 plus 3% of amount over 6,000 |
| 7,500 to 9,000 | 125 plus 4% of amount over 7,500 |
| 9,000 to 10,500 | 185 plus 5% of amount over 9,000 |
| 10,500 to 12,000 | 260 plus 6% of amount over 10,500 |
| 12,000 to 13,500 | 350 plus 7% of amount over 12,000 |
| 13,500 to 15,000 | 455 plus 8% of amount over 13,500 |
| 15,000 to 16,500 | 575 plus 9% of amount over 15,000 |
| 16,500 to 18,000 | 710 plus 10% of amount over 16,500 |
| 18,000 and over | 860 plus 11% of amount over 18,000 |

## TAX TABLE (Provides for $1,000 and $2,000 standard deduction. Do not use Table if itemized deductions are claimed.)

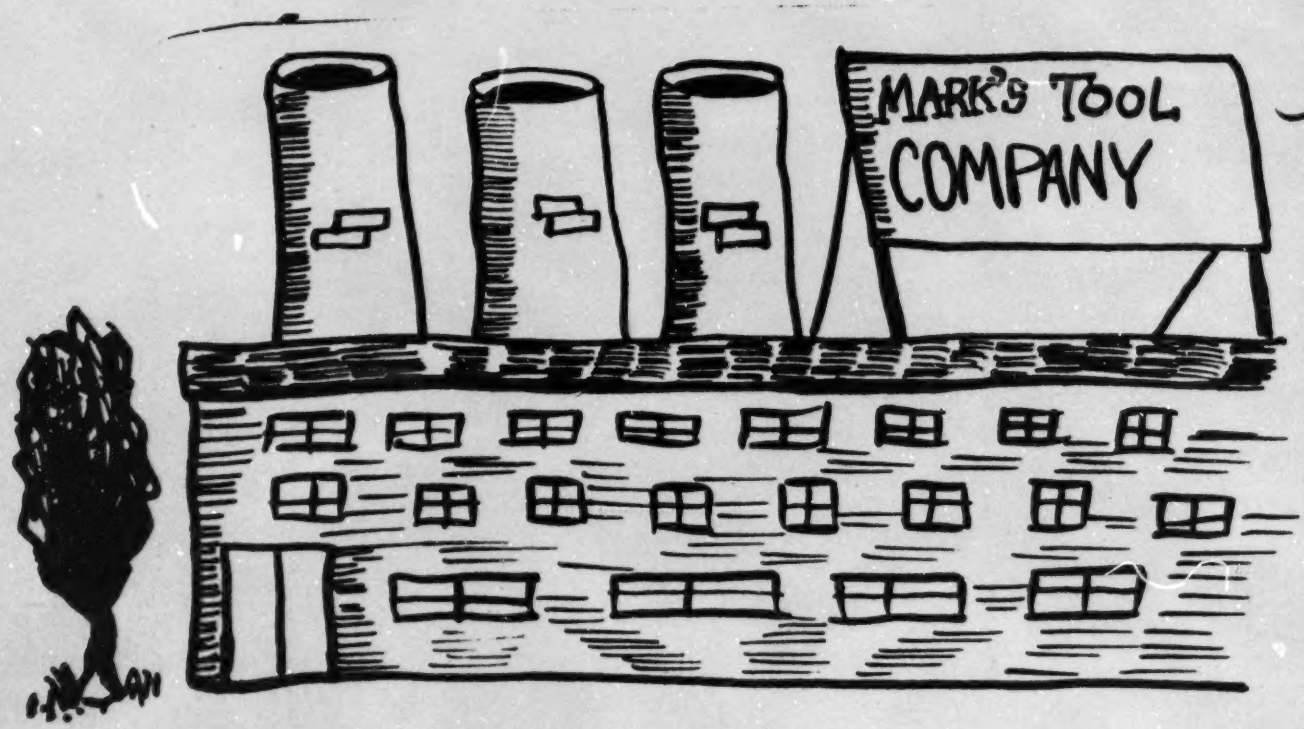
| IF ADJUSTED GROSS INCOME AT LINE 16, PAGE 1, IS: At least | But less than | THE TAX SHALL BE (A) Single person (not head of household) or separate return of married person | (B) Head of household | (C) Joint return of married couple or widow(er) with dependent child |
|---|---|---|---|---|
| Under | $4,001 | 38 | | |
| $4,001 | 4,050 | 40 | | |
| 4,050 | 4,100 | 42 | | |
| 4,100 | 4,150 | 44 | | |
| 4,150 | 4,200 | 46 | | |
| 4,200 | 4,250 | 48 | | |
| 4,250 | 4,300 | 50 | | |
| 4,300 | 4,350 | 53 | | |
| 4,350 | 4,400 | 56 | | |
| 4,400 | 4,450 | 59 | | |
| 4,450 | 4,500 | 62 | | |
| 4,500 | 4,550 | 65 | | |
| 4,550 | 4,600 | 68 | | |
| 4,600 | 4,650 | 71 | | |
| 4,650 | 4,700 | 74 | | |
| 4,700 | 4,750 | 77 | | |
| 4,750 | 4,800 | 80 | | |
| 4,800 | 4,850 | 83 | | |
| 4,850 | 4,900 | 86 | | |
| 4,900 | 4,950 | 89 | | |
| 4,950 | 5,000 | 92 | | |
| 5,000 | 5,050 | 95 | | |
| 5,050 | 5,100 | 99 | | |
| 5,100 | 5,150 | 103 | | |
| 5,150 | 5,200 | 107 | | |
| 5,200 | 5,250 | 111 | | |
| 5,250 | 5,300 | 115 | | |
| 5,300 | 5,350 | 119 | | |
| 5,350 | 5,400 | 123 | | |
| 5,400 | 5,450 | 127 | | |
| 5,450 | 5,500 | 131 | | |
| 5,500 | 5,550 | 135 | | |
| 5,550 | 5,600 | 139 | | |
| 5,600 | 5,650 | 143 | | |
| 5,650 | 5,700 | 147 | | |
| 5,700 | 5,750 | 151 | | |
| 5,750 | 5,800 | 155 | | |
| 5,800 | 5,850 | 159 | | |
| 5,850 | 5,900 | 163 | | |
| 5,900 | 5,950 | 167 | | |
| 5,950 | 6,000 | 171 | | |
| 6,000 | 6,050 | 175 | | |
| 6,050 | 6,100 | 179 | | |
| 6,100 | 6,150 | 183 | | |
| 6,150 | 6,200 | 187 | | |
| 6,200 | 6,250 | 190 | | |
| 6,250 | 6,300 | 194 | | |
| 6,300 | 6,350 | 198 | | |
| 6,350 | 6,400 | 202 | | |
| 6,400 | 6,450 | 206 | | |
| 6,450 | 6,500 | 210 | | |
| 6,500 | 6,550 | 214 | | |
| 6,550 | 6,600 | 218 | | |
| 6,600 | 6,650 | 222 | | |
| 6,650 | 6,700 | 226 | | |
| 6,700 | 6,750 | 230 | | |
| 6,750 | 6,800 | 234 | | |
| 6,800 | 6,850 | 238 | | |
| 6,850 | 6,900 | 242 | | |
| 6,900 | 6,950 | 246 | | |
| 6,950 | 7,000 | 250 | | |
| 7,000 | 7,050 | 254 | | |
| 7,050 | 7,100 | 258 | | |
| 7,100 | 7,150 | 262 | | |
| 7,150 | 7,200 | 266 | | |
| 7,200 | 7,250 | 270 | | |
| 7,250 | 7,300 | 274 | | |
| 7,300 | 7,350 | 278 | | |
| 7,350 | 7,400 | 282 | | |
| 7,400 | 7,450 | 286 | | |
| 7,450 | 7,500 | 290 | | |
| 7,500 | 7,550 | 294 | | |
| 7,550 | 7,600 | 298 | | |
| 7,600 | 7,650 | 302 | | |
| 7,650 | 7,700 | 306 | | |
| 7,700 | 7,750 | 310 | | |
| 7,750 | 7,800 | 314 | | |
| 7,800 | 7,850 | 318 | | |
| 7,850 | 7,900 | 322 | | |
| 7,900 | 7,950 | 326 | | |
| 7,950 | 8,000 | 330 | | |
| 8,000 | 8,050 | 334 | $166 | $166 |
| 8,050 | 8,100 | 338 | 170 | 170 |
| 8,100 | 8,150 | 342 | 174 | 174 |
| 8,150 | 8,200 | 346 | 178 | 178 |
| 8,200 | 8,250 | 350 | 182 | 182 |
| 8,250 | 8,300 | 354 | 186 | 186 |
| 8,300 | 8,350 | 358 | 190 | 190 |
| 8,350 | 8,400 | 362 | 194 | 194 |
| 8,400 | 8,450 | 366 | 198 | 198 |
| 8,450 | 8,500 | 370 | 202 | 202 |
| 8,500 | 8,550 | 374 | 206 | 206 |
| 8,550 | 8,600 | 378 | 210 | 210 |
| 8,600 | 8,650 | 382 | 214 | 214 |
| 8,650 | 8,700 | 386 | 218 | 218 |
| 8,700 | 8,750 | 390 | 222 | 222 |
| 8,750 | 8,800 | 394 | 226 | 226 |
| 8,800 | 8,850 | 398 | 230 | 230 |
| 8,850 | 8,900 | 402 | 234 | 234 |
| 8,900 | 8,950 | 406 | 238 | 238 |
| 8,950 | 9,000 | 410 | 242 | 242 |
| 9,000 | 9,050 | 414 | 246 | 246 |
| 9,050 | 9,100 | 418 | 250 | 250 |
| 9,100 | 9,150 | 422 | 254 | 254 |
| 9,150 | 9,200 | 426 | 258 | 258 |
| 9,200 | 9,250 | 430 | 262 | 262 |
| 9,250 | 9,300 | 434 | 266 | 266 |
| 9,300 | 9,350 | 438 | 270 | 270 |
| 9,350 | 9,400 | 442 | 274 | 274 |
| 9,400 | 9,450 | 446 | 278 | 278 |
| 9,450 | 9,500 | 450 | 282 | 282 |
| 9,500 | 9,550 | 454 | 286 | 286 |
| 9,550 | 9,600 | 458 | 290 | 290 |
| 9,600 | 9,650 | 462 | 294 | 294 |
| 9,650 | 9,700 | 466 | 298 | 298 |
| 9,700 | 9,750 | 470 | 302 | 302 |
| 9,750 | 9,800 | 474 | 306 | 306 |
| 9,800 | 9,850 | 478 | 310 | 310 |
| 9,850 | 9,900 | 482 | 314 | 314 |
| 9,900 | 9,950 | 486 | 318 | 318 |
| 9,950 | 10,000 | 490 | 322 | 322 |
| 10,000 | 10,050 | 494 | 326 | 326 |
| 10,050 | 10,100 | 498 | 330 | 330 |
| 10,100 | 10,150 | 502 | 334 | 334 |
| 10,150 | 10,200 | 506 | 338 | 338 |
| 10,200 | 10,250 | 510 | 342 | 342 |
| 10,250 | 10,300 | 514 | 346 | 346 |
| 10,300 | 10,350 | 518 | 350 | 350 |
| 10,350 | 10,400 | 522 | 354 | 354 |
| 10,400 | 10,450 | 526 | 358 | 358 |
| 10,450 | 10,500 | 530 | 362 | 362 |
| 10,500 | 10,550 | 534 | 366 | 366 |
| 10,550 | 10,600 | 538 | 370 | 370 |
| 10,600 | 10,650 | 542 | 374 | 374 |
| 10,650 | 10,700 | 546 | 378 | 378 |
| 10,700 | 10,750 | 550 | 382 | 382 |
| 10,750 | 10,800 | 554 | 386 | 386 |
| 10,800 | 10,850 | 558 | 390 | 390 |
| 10,850 | 10,900 | 562 | 394 | 394 |
| 10,900 | 10,950 | 566 | 398 | 398 |
| 10,950 | 11,000 | 570 | 402 | 402 |
| 11,000 | 11,050 | 574 | 406 | 406 |
| 11,050 | 11,100 | 578 | 410 | 410 |
| 11,100 | 11,150 | 582 | 414 | 414 |
| 11,150 | 11,200 | 586 | 418 | 418 |
| 11,200 | 11,250 | 590 | 422 | 422 |
| 11,250 | 11,300 | 594 | 426 | 426 |
| 11,300 | 11,350 | 598 | 430 | 430 |
| 11,350 | 11,400 | 602 | 434 | 434 |
| 11,400 | 11,450 | 606 | 438 | 438 |
| 11,450 | 11,500 | 610 | 442 | 442 |
| 11,500 | 11,550 | 614 | 446 | 446 |
| 11,550 | 11,600 | 618 | 450 | 450 |
| 11,600 | 11,650 | 622 | 454 | 454 |
| 11,650 | 11,700 | 626 | 458 | 458 |
| 11,700 | 11,750 | 630 | 462 | 462 |
| 11,750 | 11,800 | 634 | 466 | 466 |
| 11,800 | 11,850 | 638 | 470 | 470 |
| 11,850 | 11,900 | 642 | 474 | 474 |
| 11,900 | 11,950 | 646 | 478 | 478 |
| 11,950 | 12,000 | 650 | 482 | 482 |
| 12,000 | 12,050 | 654 | 486 | 486 |
| 12,050 | 12,100 | 658 | 490 | 490 |
| 12,100 | 12,150 | 662 | 494 | 494 |
| 12,150 | 12,200 | 666 | 498 | 498 |
| 12,200 | 12,250 | 670 | 502 | 502 |
| 12,250 | 12,300 | 674 | 506 | 506 |
| 12,300 | 12,350 | 678 | 510 | 510 |
| 12,350 | 12,400 | 682 | 514 | 514 |
| 12,400 | 12,450 | 686 | 518 | 518 |
| 12,450 | 12,500 | 690 | 522 | 522 |
| 12,500 | 12,550 | 694 | 526 | 526 |
| 12,550 | 12,600 | 698 | 530 | 530 |
| 12,600 | 12,650 | 702 | 534 | 534 |
| 12,650 | 12,700 | 706 | 538 | 538 |
| 12,700 | 12,750 | 710 | 542 | 542 |
| 12,750 | 12,800 | 714 | 546 | 546 |
| 12,800 | 12,850 | 718 | 550 | 550 |
| 12,850 | 12,900 | 722 | 554 | 554 |
| 12,900 | 12,950 | 726 | 558 | 558 |
| 12,950 | 13,000 | 730 | 562 | 562 |
| 13,000 | 13,050 | 734 | 566 | 566 |
| 13,050 | 13,100 | 738 | 570 | 570 |
| 13,100 | 13,150 | 742 | 574 | 574 |
| 13,150 | 13,200 | 746 | 578 | 578 |
| 13,200 | 13,250 | 750 | 582 | 582 |
| 13,250 | 13,300 | 754 | 586 | 586 |
| 13,300 | 13,350 | 758 | 590 | 590 |
| 13,350 | 13,400 | 762 | 594 | 594 |
| 13,400 | 13,450 | 766 | 598 | 598 |
| 13,450 | 13,500 | 770 | 602 | 602 |
| 13,500 | 13,550 | 774 | 606 | 606 |
| 13,550 | 13,600 | 778 | 610 | 610 |
| 13,600 | 13,650 | 782 | 614 | 614 |
| 13,650 | 13,700 | 786 | 618 | 618 |
| 13,700 | 13,750 | 790 | 622 | 622 |
| 13,750 | 13,800 | 794 | 626 | 626 |
| 13,800 | 13,850 | 798 | 630 | 630 |
| 13,850 | 13,900 | 802 | 634 | 634 |
| 13,900 | 13,950 | 806 | 638 | 638 |
| 13,950 | 14,000 | 810 | 642 | 642 |
| 14,000 | 14,050 | 814 | 646 | 646 |
| 14,050 | 14,100 | 818 | 650 | 650 |
| 14,100 | 14,150 | 822 | 654 | 654 |
| 14,150 | 14,200 | 826 | 658 | 658 |
| 14,200 | 14,250 | 830 | 662 | 662 |
| 14,250 | 14,300 | 834 | 666 | 666 |
| 14,300 | 14,350 | 838 | 670 | 670 |
| 14,350 | 14,400 | 842 | 674 | 674 |
| 14,400 | 14,450 | 846 | 678 | 678 |
| 14,450 | 14,500 | 850 | 682 | 682 |
| 14,500 | 14,550 | 854 | 686 | 686 |
| 14,550 | 14,600 | 858 | 690 | 690 |
| 14,600 | 14,650 | 862 | 694 | 694 |
| 14,650 | 14,700 | 866 | 698 | 698 |
| 14,700 | 14,750 | 870 | 702 | 702 |
| 14,750 | 14,800 | 874 | 706 | 706 |
| 14,800 | 14,850 | 878 | 710 | 710 |
| 14,850 | 14,900 | 882 | 714 | 714 |
| 14,900 | 14,950 | 886 | 718 | 718 |
| 14,950 | 15,000 | 890 | 722 | 722 |

JOB APPLICATION

Complete an application for employment with THE MARKS TOOL COMPANY.

The Marks Tool Company is not a real company but the application you will be completing is like application forms that real companies use.

Answer all questions as accurately as you can.



# MARKS TOOL CO.
# APPLICATION FOR EMPLOYMENT

Please Print Information.

Date_____

MARKS IS AN EQUAL OPPORTUNITY EMPLOYER and fully subscribes to the principles of Equal Employment Opportunity. Marks has adopted an Affirmative Action Program to ensure that all applicants and employes are considered for hire, promotion and job status, without regard to race, color, religion, national origin, age or sex.
To protect the interests of all concerned, an applicant must pass a physical examination before receiving final acceptance for employment.

NOTE: This application will be considered active for 90 days. If you have not been employed within this period and are still interested in employment at Marks, please contact the office where you applied and request that your application be reactivated.

Name_____ Social Security No. _____
Last First Middle

Address_____
Number Street City State Zip Code

Current phone or
nearest phone _____

Date of Birth_____ Licensed to drive car? Yes___ No___

Have you ever been employed by Marks? _____ If so, when and where last employed?_____Position_____
Have you a relative in the employ of Marks in the store or unit to which you are applying?_____

PHYSICAL DISABILITY OR HANDICAP WILL NOT CAUSE REJECTION IF IN MARKS MEDICAL OPINION YOU ARE ABLE TO SATISFACTORILY PERFORM IN THE POSITION FOR WHICH YOU ARE BEING CONSIDERED.

What serious accidents, illnesses or operations have you had?_____

Give details and dates_____. Have you ever had a knee, head or back injury?_____
What physical defects or ailments do you now have such as hernia, heart trouble, or high blood pressure, etc.?
List here_____

| School Attended | No. of Years | Name of School | City/State | Year of Leaving | Graduate? | Course or College Major | Average Grades |
|---|---|---|---|---|---|---|---|
| Grammar | | | | | | | |
| Jr. High | | | | | | | |
| | | | | | | | |

I am interested in the type of work I have checked:

Sales_____Office_____Mechanical_____Warehouse_____

Other (Specify)_____

I am seeking ☐temporary ☐permanent employment I am available for ☐part time ☐full time work
If part time, indicate maximum hrs. per week_____

| Hours Available for Work | |
|---|---|
| Sun. | to |
| Mon. | to |
| Tue. | to |
| Wed. | to |
| Thur. | to |
| Fri. | to |
| Sat. | to |

Have you been convicted during the past seven years of a serious crime involving a person's life or property?

___No ___Yes If yes, explain_____
_____

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